

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

## HONORING CALIFORNIA'S VETERANS



**Classification:** Associate Information Systems Analyst (\$4,467 - \$5,703)/  
Assistant Information Systems Analyst (\$3,004 - \$4,742)  
**FULL TIME, PERMANENT – PENDING BUDGET APPROVAL**

**Will Consider:**  
**Training and Development Assignment**

**Location:** Department of Veterans Affairs  
Information Services Division – Policy and Administration Unit  
1227 “O” Street  
Sacramento, CA 95814

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. **SROA PROVISIONS APPLY.**

**Duties and Responsibilities:** Under the supervision of the Senior Information Systems Analyst (Supervisor), performs these specific duties in the Policy and Administrative Support Section of the Information Services Division (ISD):

- Work with section chief of ISD Veterans Home Information System Section. Develop Feasibility Studies, Special Project Reports, Budget Change Proposals and Spring Finance letters. Work with control agencies on IT projects.
- Develop and manage IT contracts that include preparation and administration of requests for proposals, bid solicitations, interagency agreements, purchase estimates and other contract related documents and forms.
- Develop and maintain the ISD Strategic Plan. Work with the ISD CIO and section chiefs to develop strategic plans to support the accomplishments of the department’s mission and vision.
- Develop and maintain personnel-related documents for ISD, which include Request for Personnel Action (M-80), Request for Freeze Exemption, duty statements, organizational charts, job announcements and advertisements.
- Develop and maintain IT policies and route to executive staff for approval and sign-off.

**Desirable Qualifications:** Knowledge of purchasing methods, procedures and regulations, ability to analyze situations accurately and adopt an effective course of action, customer support and excellent oral and written communication skills.  
(Only the most qualified candidates will be interviewed.)

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Office  
1227 “O” Street, Room 402  
Sacramento, CA 95814

Attn: Juanita Rios – Reference: M-80 #081- 06/07

**Inquiries:**

Voice: (916) 653-1984  
TDD: (916) 653-1966

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

**Final Filing Date: Until Filled**

